

Position Title: Assistant Food Service Director

Statement of Duties:

This position reports to the Director of Food Services and is responsible for the general day-to-day operations of the food service dept. The incumbent is responsible the quality of the dining experience including the training and evaluation of dietary employees.

Position Functions

Essential Functions

1. Assist the Director in the planning of services, preparation of meals, distribution of meals and the storage of food and supplies for residents, staff and guests.
2. Assist in the organization, enforcement and maintenance of quality standards, safety and sanitary standards of the department.
3. Assist the director in the scheduling and direction, orientation, training and evaluation of new employees providing an on going written documentation of job performance, skills assessment and competencies and provide training/education as needed.
4. Assist in the planning, writing, direction of employees work routines and schedules and the creation of departmental and facility policies and procedures.
5. Participate in the creation and maintenance of departmental budgets.
6. Conduct regular and frequent meetings and training sessions with department managers and hourly staff in absence of Director of Dietary Services.
7. Delegate or assign duties as appropriate to insure completion of tasks.
8. Plan, initiate and complete projects to support and enhance the food service program.
9. Ensure that resident's rights and confidentiality are maintained at all times.
10. Ensure that all local, state and federal regulations for accreditation, certification and /or licensure are followed and are enforced.
11. Participate in facility committees as directed.
12. Collect data and respond to performance improvement opportunities for continuous quality improvement as directed.

13. Plan, direct and manage communication to residents, families or legal guardians of residents, clinical staff, dietary employees and dietitian.
14. Assist in data entry of resident's dietary requirements.
15. Work with the facility Dietician to provide quality nutritional care for residents and perform the following tasks:
 - a) Ensure that nutritional screening, food preferences and food acceptances are accurately obtained, monitored and recorded in the medical record in accordance with State and Federal regulations and facility guidelines.
 - b) Participation in resident care plans, clinical meetings and round table discussions.
 - c) Participate in the MDS procedures including completing applicable sections as required.
16. Perform all other tasks as directed by the Director of Food Services.

Minimum Qualifications

A candidate for this position should have an Associates Degree and five to seven years of experience in a supervisory capacity or equivalent. This position requires the application of semi-complex procedures involving good oral and written communication skills as well as arithmetical skills including knowledge of weights and measures.

The job provides that errors can usually be detected in the succeeding operations and the consequences of errors, missed deadlines or poor judgment may include loss caused by failure to carefully plan or check the work of others.

Job Environment

There are generally a number of standardized practices, procedures or general instructions that govern the work and in occasional circumstances additional interpretations may be required. Judgment is needed to locate and select the most appropriate procedure or guideline.

The work consists of a variety of duties that follow standardized procedures. The sequence of work may vary based on dietary needs.

Physical & Mental Requirements

The work is performed in two settings. Most of the work is performed in an office setting where everyday discomforts involve exposure to outside elements. There is the possibility of noise emanating from external source, which are minimal and generally not unpleasant. A smaller portion of the workday is expended in a kitchen environment where there is

little physical demand but unpleasant odors and heat are present. The employee would occasionally be required to lift 50 lbs.

The duties are largely mental rather than physical but occasionally motor skills would be required to assist in dietary activities or moving objects.

There is little occupational risk and the potential for injury is minimal. Minor injuries may occur, through employee's failure to properly follow safety procedures.

The work environment conditions involve exposure to intermittent, moving mechanical parts or related noise. There are some unpleasant elements such as odors or heat present in most kitchen facilities.

Supervision

This position is under the general supervision of the Director of Food Services where the employee is thoroughly familiar with the work routine and uses initiative in carrying out recurring assignments independently without specific instructions. The supervisor provides additional, specific instructions for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances that fall outside ordinary parameters and seek advise or further direction.

Relationships with co-workers and the general public involving explanations, discussions and interpretations of practices and procedures in order to render service, plan and coordinate work efforts or resolve operating problems.